

**HOPE VALLEY/WYOMING FIRE DISTRICT
996 MAIN STREET
HOPE VALLEY, RI 02832**

**MONTHLY BOARD MEETING
AUGUST 11, 2016
7:00 P.M.**

Those present: Board Members: Chair, Pasquale DeBernardo, Vice-Chair, Elwood Johnson, Georgia Ure, Paul Schaarschmidt, John Weeden; Chief, Justin Lee; Treasurer, Deborah Nicotra; Tax Collector, Susan Bok; District Clerk, Julie Kelley.

Those not present: All present this evening.

1. CALL TO ORDER

The meeting commenced and was called to order by Chair, Pasquale DeBernardo at 7:00 p.m. with a salute to the flag and a moment of silence.

2. SWEARING IN OF BOARD MEMBER FOR FISCAL YEAR 16-17

District Clerk, Julie Kelley swore in Board Member, Mr. Elwood Johnson for his 3-year term for the appointment to the Board of Directors of the Hope Valley/Wyoming Fire District.

3. DISCUSS/APPOINT OFFICERS OF THE BOARD FOR FISCAL YEAR 16-17

Mr. Schaarschmidt motioned to have the current board members retain their current positions for the new fiscal year. Mr. DeBernardo will remain as Chair and Mr. Johnson will remain as Vice-Chair. Mr. Weeden seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

The Open Session minutes of the June 30th Annual Budget Hearing were presented. Mr. Johnson motioned to accept the minutes as presented and Mr. Weeden seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

The Open Session minutes of the July 14th Monthly Board Meeting were presented. Mr. Schaarschmidt motioned to accept the minutes as presented and Mr. Weeden seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

The Open Session minutes of the 34th Annual Meeting held on July 20, 2016 were presented for review. It was noted that the following corrections should be amended. The minutes reflected that Mr. Johnson was in attendance when he was not present and on page 3, Motions 2 through 6 should reflect that Mr. DeBernardo entertained a motion to accept. These amendments will be made to the minutes and presented for approval at the 35th Annual Meeting held on July 19, 2017.

5. TAX COLLECTOR'S REPORT – COLLECTED AND OUTSTANDING TAXES

The Tax Collector's report was presented for July 2016 reflecting all collected and outstanding taxes. Ms. Bok reported that tax collections have been coming in and to date she has collected \$71,896.51. The tax sale has been started with Country Title LLC performing the sale. The district has paid \$1,200.00 in fees for the tax sale. Ms. Bok reported that 10 properties have already come in to pay. Mr. Johnson motioned to accept the Tax Collector's report as presented and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

6. TREASURER'S REPORT – MONTHLY BILLS & EXPENDITURES

The Treasurer's Report was presented for July 2016. The board reviewed the reports.

Acct. # 1100 – Current Year Fire Taxes was discussed as it reflected an amount of \$55.00. Ms. Nicotra indicated that this was tax received a year ago from a taxpayer that wanted the additional funds to be applied towards their future tax payments for the next fiscal year.

Ms. Nicotra indicated to the board that they might see a change in the account numbers on the report, as the Auditors made some changes.

The checks for Verizon are coming in monthly; our next check will be coming in September.

Mr. Johnson motioned to accept the July Treasurer's Report as presented and Ms. Ure and Mr. Weeden seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

The board discussed hiring a payroll company. Chief Lee informed the board that he contacted two payroll companies and is waiting on the third. By next month they should have a recommendation for the board as to whom they would like to choose. The cost of having a payroll company for the remaining year should be approximately \$1,200.00 - \$1,500.00. The payroll company would prepare payroll, pay state and federal taxes, prepare W-2 forms, do quarterly, TX17 RI Dept. Labor and Training and state withholding taxes. Everything else would be done in house, which would also include retirement. Direct deposit will only be available for key personnel. It is anticipated to have the payroll company commence as of January 2017.

7. CHIEF'S REPORT – EQUIPMENT, BUILDING, SEMINARS

Chief Justin W. Lee's monthly report was presented for July 2016.

Personnel

Chair DeBernardo informed the board that he recently sent a card from the board congratulating Firefighter Cody Caswell and Katie Briody who were recently married.

Ms. Ure read her card thanking the board for their kind expression of sympathy on behalf of her recent passing of her mother Catherine Fish.

Chair DeBernardo also informed the board that he would like to send a card on behalf of the board offering our condolences to Mr. Pete Stefanski, our previous auditor, who recently lost his brother, Mr. Lou Stefanski.

Budget

The district just signed a new lease for a new copier with Xerox, offering a savings to the district of \$60.00 per month. Service and supplies are all inclusive.

Incidents

The board acknowledged Deputy Chief David Caswell who was incident commander for a job well done and Deputy Chief Brian Champlin who assisted in the incident at the Chariho campus regarding a significant propane leak. The Chief received a call from OSHA who is currently investigating the incident and the contractors involved. Mr. DeBernardo requested a letter of commendation and recognition from the Chief to be placed in each of their files.

The month of July was a busy month, which started out with a most unfortunate drowning at the Wyoming dam. The Richmond police are still investigating this incident.

Park/Buildings

The stonewall is in much need of repair. Three (3) quotes were sent but only one responded, Mr. Shane Peckham. He will be repairing the wall for \$1,000.00. He will be fixing loose stones, repair any cracked joints and seal the entire top of the wall. The work is scheduled to be completed by the end of August.

Chief Lee has been looking into obtaining quotes for Solar Panels for the station. We can receive a grant to help with the installation cost but the payback period is 12 years. Mr. Johnson stated that he would be able to provide another recommendation for the Chief to receive another quote on Solar Panels.

Equipment/Vehicles

All our trucks passed their annual NFPA pump tests. Engine 913's foam pump was sent for repair. To rebuild it, the parts alone would cost \$5,000.00 but to have it built in house will save the district \$1,500.00 in labor.

Meetings/Seminars

Chief Lee and Captain Pat Hawkins will be attending the International Association of Fire Chief's annual conference from August 16th to August 23rd in San Antonio. Both have enrolled in excellent educational programs.

The board congratulated Chief Lee again on being a State Fire Marshal.

Ms. Ure motioned to accept the Chief's report for July 2016 and Mr. Johnson and Mr. Weeden seconded the motion. With no further discussion, all in favor, all aye, motioned passed unanimously (5-0).

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

8. CORRESPONDENCE – INCOMING & OUTGOING

Incoming:

1. Note card addressed to Chief, Justin W. Lee, and all Board members of the Hope Valley/Wyoming Fire District, from Ms. Georgia Ure, Board Member, expressing her deep appreciation for their kind expression of sympathy.

9. REPORTS OF COMMITTEES

Ladder Truck Committee

The committee is meeting on a regular basis. We have been in contact with four manufacturers. The district has met with three vendors in depth. The price seems to have a difference of \$60,000.00. They will be meeting with another manufacturer that they are impressed with. There are still a few things the district is still looking at. They are working diligently to find the best product they can on behalf of our taxpayers. In September they should be able to make a recommendation to the board and go out to bid in October. Chief Lee did a lot of the work behind most of the research. We have received some prints and will make all the changes in two weeks where the drawings should be completed. The committee should have a final price by September and be able to offer a recommendation. Mr. DeBernardo would like the committee to present their recommendation in order of preference. It was discussed, that the district will not be disappointed as each truck has many benefits; it may only come down to price in the end. One of the trucks is all galvanized; the calcium chloride will still rust, but not as fast. These new trucks have a life expectancy of approximately 20 yrs. One benefit, from one of the manufacturer, is that the truck is made in one piece.

Charter Committee

The workshop meetings will not re-convene upon the return of Mr. Ron Mowchan.

10. APPOINTMENT OF COMMITTEES

No appointment of committees this evening.

11. OLD BUSINESS

No Old business this evening.

12. NEW BUSINESS

No New business this evening.

13. PUBLIC FORUM

No Public forum this evening.

14. OTHER BUSINESS

No other business before the board this evening.

15. EXECUTIVE SESSION UNDER RI GENERAL LAWS §42-46-5 (a)(1-10)

No Executive session this evening.

16. ADJOURN

A motion was made to adjourn at 7:35 p.m. by Mr. Johnson and seconded by Mr. Weeden and Ms. Ure. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

Respectfully submitted,

Julie Kelley
District Clerk